

***Please note: The information provided in this form is for informational purposes only.
Before implementing any policies or procedures or taking any other legal action,
please consult legal and human resources professionals.***

REFERENCE CHECKING FORM

Candidate Name: _____

Position Seeking: _____

Person Contacted: _____

Title of Person Contacted: _____

Working Relationship to Candidate: _____

1. What were the dates of applicant's employment with your organization?
2. For what position was he/she hired and what were his/her job duties?
3. How would you rate his/her productivity?
4. [Describe position for which candidate is presently applying.] What are the applicant's strengths and weaknesses as related to the job skills and qualifications of the new position?
5. How well did the applicant get along with coworkers and supervisors [and clients, if applicable]?
6. Did the applicant work well as a member of a team?
7. What was the reason for termination of employment?
8. What is your overall assessment of the former employee?
9. Would you recommend him/her for this position? Why or why not?
10. Would this individual be eligible for rehire? If not, why not?

11. Do you have any other comments that you feel are relevant to our consideration of this applicant?

Reference checked by: _____ Date: _____

January 2002